

RESUME

INSTRUCTIONS

Submit a resume using the UR's template available at josephfarizo.com/resume.docx. Be mindful of:

- Spelling, grammar, punctuation
- Clarity
- Following the template format
- Length (one page, front only)

Skills (i.e., Advanced Excel, Python, Stata, Bloomberg, basic web design) should generally be relevant to your field while *Interests* (i.e., motorcycling and playing guitar) are hobbies. Including interests is optional. Limit interests to 3 things if you choose to include them, and be specific.

You should list *Experience* and *Activities* from most recent to oldest. If you have secured a job or internship but have not yet begun, list it as your most recent position and use the bullet points to describe your expected roles in that position. For the date, put "beginning" in front of your projected start date. (In practice you generally should not include upcoming jobs. This is just for my reference.)

Save the file **as a .pdf** with the name *LastnameFirstnameResume* and submit to josephfarizo.com/assignments.html.